Guidelines for External Review of Publications for Faculty Qualification Evaluation at Taipei Medical University

Adopted by the University Faculty Evaluation Committee on December 27, 2006
Amended and approved by the University Faculty Evaluation Committee on September 24, 2009
Amended and approved by the University Faculty Evaluation Committee on July 27, 2026
Amended as per Order TMU-Xiao-Ren-Tze No. 1152000338 on August 18, 2026; a total of 14 articles

Article I **(Purpose)**

To conduct qualification review for new faculty appointments and faculty promotions, Taipei Medical University (hereinafter referred to as "the University") has formulated the *Guidelines for External Review of Publications for Faculty Qualification Evaluation at Taipei Medical University* (hereinafter referred to as "these Guidelines") in accordance with the *Taipei Medical University Implementation Regulations of Faculty Appointment and Promotion*.

Article II **(Applicable and Excluded Targets of External Review)**

Newly appointed and promoted faculty members who have passed the initial review by the University Faculty Evaluation Committee (hereinafter referred to as the "University FEC").

Newly appointed faculty members who already hold a Ministry of Education-certified teacher certificate of the equivalent rank shall, upon review and approval by the Faculty Evaluation Committee of their respective College or the Center for General Education, be submitted directly to the University FEC for deliberation, without undergoing external review.

Article III **(Scope of External Review)**

For new faculty appointments and promotions at the University, degree dissertations, specialized publications, technical reports, artistic works, and certificates of achievement shall all be submitted to external scholars and experts for review. The number of external reviewers shall be determined in accordance with the *Taipei Medical University Implementation Regulations of Faculty Appointment and Promotion*.

Article IV **(Submission of List of Ineligible Reviewers)**

Faculty members applying for promotion may submit a recusal list of up to three

(3) external reviewers who should be excluded from reviewing their publications. The recusal list shall clearly state the reasons and be submitted to the Faculty Evaluation Committees at all levels for reference and review.

Article V **(Recommended List of External Reviewers)**

Departments, graduate institutes, degree programs, and Colleges should preferably provide a recommended list of at least fifteen (15) external reviewers for the reference of the University External Review Selection Panel.

For each academic year, a proposal shall be submitted to the President for the selection of seven (7) to nine (9) members from the University FEC to form the University External Review Selection Panel mentioned in the preceding paragraph, and to designate one (1) member as the convener.

Article VI **(External Reviewers Pool)**

In addition to selecting external reviewers from the aforementioned recommended list, members of the University External Review Selection Panel may, *ex officio,* expand the list by adding candidate reviewers in relevant professional fields to the list.

Article VII **(Ranks of External Reviewers)**

External reviewers shall, in principle, hold professor qualifications approved by the Ministry of Education. If no suitable professor is available, for qualification cases submitted for the rank of associate professor or below, external reviewers may be individuals who hold associate professor qualifications certified by the Ministry of Education; provided, however, the academic rank of a reviewer shall not be lower than the rank being applied for by the candidate.

Article VIII **(Recusal of External Reviewers)**

External reviewers shall recuse themselves from the review under any of the following circumstances:

(1) Serving as the degree thesis advisor of the applicant.

(2) Having a close cooperative relationship with the applicant.

(3) Having a familial relationship with the applicant.

(4) Being subject to the recusal provisions stipulated in Article 32 of the *Administrative Procedure Act* with respect to the applicant.

Article IX (Selection Criteria for External Reviewers)

To ensure fairness and balance, the selection of external reviewers shall, to the extent possible, adhere to the following principles:

(1) External reviewers evaluating the same case should avoid being all professors or associate professors from the same institution.

(2) Reviewers should not be professors or associate professors from the institution where the applicant graduated., This applies especially to individuals from the same department, graduate institute, or degree program if the applicant graduated within the past ten (10) years.

(3) Reviewers should not be individuals who graduated from the same department, graduate institute, or degree program of the same institution during the same period as the applicant.

(4) Reviewers should not be individuals who have co-participated in relevant research projects with the applicant.

Article X (Funding Sources for External Review Fees)

Payment methods for external review fees for full-time and adjunct faculty members of the University:

(1) Full-time faculty: External review fees for new appointments and promotions shall be funded by the University.

(2) Adjunct faculty: External review fees for new appointments and promotions shall be paid by the applicants themselves. provided that for applicants affiliated with affiliated institutions or cooperative-education institutions of the University, such fees shall be paid by the respective institutions.

Article XI (Confidentiality Provisions)

Relevant personnel shall maintain strict confidentiality regarding the external

review process, names of external reviewers, review opinions, and other related information of the University to ensure the impartiality of the evaluation. However, this restriction shall not apply under any of the following circumstances:

(1) Where the review process and review opinions are provided to the Teacher Appeal Review Committee or other administrative remedy authorities.

(2) Where review opinions resulting in an evaluation failure are provided to the applicant.

Article XII (Prohibition of Interference by Applicants)

Where it is verified that an applicant has engaged in solicitation, lobbying, or other acts interfering with reviewers, the application shall be rejected.

Article XIII (Matters Not Covered)

Matters not covered by these Guidelines shall be handled in accordance with relevant University regulations and applicable government laws and regulations.

Article XIV (Approval Authority)

These Guidelines and any subsequent amendments shall take effect upon approval by the University Faculty Evaluation Committee.

*English version is for reference only. If there is any inconsistency or ambiguity between these two versions, the Traditional Chinese version shall prevail.
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